

**NGO CENTRE**  
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**9<sup>th</sup> WTO Ministerial Conference**

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## **GENERAL INFORMATION**

- The NGO centre is part of the Ministerial Conference venue, located in the Bali Nusa Dua Conference Center, phase 2. It offers briefing and meeting rooms, a working area and standard office facilities, as well as WiFi.
- The NGO centre will be operational as of 2 December 2013 from 2 PM to 8 PM
- Opening hours as of 3 December : 8 AM to 10 PM
- On 6 December, the NGO centre will close at 8 PM
- The office of WTO's External Relations will be located in the NGO Centre.

## **ROOMS AT THE NGO CENTRE**

The NGO centre is composed of the following rooms:

- One WTO briefing room
- One working area for NGOs
- Three large rooms
- Four smaller rooms
- *WTO Briefing room*
  - Seating capacity: 250 people
  - This room will not be available for NGOs to organize meetings or briefings. It is reserved for briefings by WTO Secretariat and Members.
- *Working area for NGOs*
  - Seating capacity: 250 people
  - This room will be equipped with a limited number of PCs and copiers, as well information screens
- *One big meeting room*
  - Seating capacity 250 people
  - This room will be equipped with a sound system

- *Two big rooms*
  - Seating capacity of 150 people
- *Four smaller rooms*
  - Seating capacity of 50 people

## BOOKING SYSTEM

- NGOs will be able to book rooms using the following email: [mc9.ngo@wto.org](mailto:mc9.ngo@wto.org) with the subject line: *NGO Centre booking request + name and registration number of organization*. Please also indicate whether the request concerns a public or private meeting.
- In principle, meeting rooms are available for a maximum of 1.5 hours.
- Rooms will be allocated on a first come-first serve basis.
- The WTO secretariat reserves its right to refuse booking requests.

## ANNOUNCEMENTS

A large electronic notice board will be placed in the NGO centre where briefings and meetings will be announced.

## PRESS CONFERENCES BY NGOs

NGOs wanting to conduct press conferences can do so in the NGO centre.